

# New Mexico School Boards Association

## TRAVEL VOUCHER

Name (Please Print): \_\_\_\_\_ District: \_\_\_\_\_

Date Expenses Incurred: \_\_\_\_\_

Type of Official Business for NMSBA \_\_\_\_\_

### NATURE OF EXPENSES

Mileage \_\_\_\_\_ @ \$.32 per mile = ..... \$ \_\_\_\_\_

Per Diem - \$ 65.00 per 18 - 24 hr. period (1 day) in-state \$ \_\_\_\_\_

\$ 48.75 per 12 - 18 hr. period (3/4 day) in-state \$ \_\_\_\_\_

\$ 32.50 per 6 - 12 hr. period (1/2 day) in-state \$ \_\_\_\_\_

\$ 16.25 less than 6 hr. period (1/4 day) in-state \$ \_\_\_\_\_

Other \_\_\_\_\_ = ..... \$ \_\_\_\_\_

Other \_\_\_\_\_ = ..... \$ \_\_\_\_\_

TOTAL = ..... \$ \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

1. If you do not know the correct mileage traveled, place a (?) on (Miles) line. Mileage will be taken from the official state map published by the state highway and transportation department for distances in New Mexico and the most recent edition of the Rand-McNally road atlas.
2. **If per diem is not indicated on form, none will be paid.**
3. Mileage cannot be charged if school car is used.
4. It is illegal to charge travel to both school district and NMSBA.
5. **\*\* Board of Directors members attending the Board of Directors' meetings held prior to the School Law Conference, Board Member Institute, or State Convention, will receive up to ½ day per diem and mileage one-way from home to site of meeting from NMSBA. Board of Directors members attending the Board of Directors' meetings held prior to the Leadership Retreat will receive up to 1 day per diem and mileage one-way from home to site of meeting from NMSBA. The balance of expenses for the Board of Directors meetings shall be borne by the local school district.**
6. Where lodging and/or meals are provided/paid by NMSBA, entitlement to reimbursement will only be for actual expenses.
7. Members attending Resolutions/Policy meetings or any meeting for NMSBA business will receive roundtrip mileage from home to site of meeting and lodging if necessary.